

## Claiming Process

All contract agencies must file a yearly, quarterly, or monthly claim with the New York State Office of Children and Family Services. Claims must be sent to the Youth Bureau for their review. They will then forward it to the State for payment.

### STEPS TO FOLLOW FOR INDIRECT CONTRACT AGENCIES:

#### 1. Complete the following forms:

- Form OCFS – 3125: Program Expenditure Summary (PES).....Always
- Form OCFS – 3126: Program Expenditure Report-Salaries.....Optional\*
- Form OCFS – 3127: Program Expenditure Report-Fringe Benefits.....Optional\*
- Form OCFS – 3128: Program Expenditure Report-Contracted Services & Stipends.....Optional\*
- Form OCFS – 3129: Program Expenditure Report-M&O and Facility Repairs.....Optional\*
- Form OCFS – 3130: Program Expenditure Report-Travel.....Optional\*
- Form YB-INV: Youth Bureau Invoice.....Always

*\*Optional: What expenses you claim dictates the forms you use. For instance, if you are only asking for reimbursement for salaries and nothing else, you would only use Form OCFS – 3126 (and Form OCFS – 3125 and Form YB-INV, which are always used).*

#### 2. Submit appropriate forms to the Youth Bureau for their review.

Your claim must be submitted to the Youth Bureau within 30 days of completion of the program period. Therefore, if your program period ends on June 1, the claim must be at the Youth Bureau by July 1. If your program period ends on December 31, the claim must be at the Youth Bureau by January 30. The fiscal year for all OCFS programs runs from January 1 to December 31.

The Youth Bureau's address is:

**Schoharie County Youth Bureau  
349 Mineral Springs Road  
Cobleskill, NY 12043**

Questions may be directed to:

**Jim or Debbie @ 518-234-2686 or [schyouth@telenet.net](mailto:schyouth@telenet.net)**

#### 3. Review and Payment

Following Youth Bureau approval of the claim, the County will pay you (the school or organization) the amount of the claim. The Youth Bureau will then submit the claim to the State OCFS for reimbursement (to the County).